

Hall of Records
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO. C-240PAGE
NO. 1

1. Requesting Agency

MONTGOMERY COUNTY

2. Division or Bureau of Requesting Agency

STATE'S ATTORNEY

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

1

CASE FILES

Size : Legal (8½" x 14")

Dates: 1935 ---

Quantity: 36 file drawers (72 cu. ft.)

8 Record Center boxes (8 cu. ft.)

File Arrangement: By case no. (chronological)

Annual Accumulation: 3 file drawers (6 cu. ft.)

Disposable Amount: 68 cu. ft.

Index: 3 x 5 card index (11 card drawers)

Case Files of the State's Attorney include all or some of the following papers:-

Request by the State's Attorney to the Clerk of Court to issue Summonses and Warrants.

Warrants and Summonses copies

U. S. Marshall's Return of Service

Memoranda and Work Papers

Correspondence

Depositions and Reports

Charge Sheets

Pleas and Motions

Indictments

Medical Reports

Investigation Reports -
(Coroner, MDB 21980)

Petitions and Court Orders

Jury Lists

The Card Index is a cross-reference to the Case Files under the names of defendants, giving dates of proceedings and action of the Court in each case. When the Case Files are closed, closure will be noted on each card.

Closed cases are moved to a Closed Case File.

(continued)

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.

Date

Archivist

Date

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. **C-210**
PAGE
NO. **2**

Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>RECOMMENDATION:</p> <p>A. RETAIN CLOSED FILES FOR SEVEN (7) YEARS, THEN DESTROY.</p> <p>B. RETAIN CARD INDEX PERMANENTLY.</p>	